



## Company profile

# Table of Contents

Presentation and Services	2
Company Values	3
Processes	
Translation	4
Quality Assurance	6
Resource Allocation	7
Change Control	9

# Presentation and Services

Equaloc is a young, dynamic company that combines the knowledge and experience of a group of professionals with years of practical experience in the world of translation and localisation.

Equaloc was created to meet the translation needs of professionals who require quality work and personalised attention.

As we have a highly qualified team and all our processes are systematised, our work approach to projects of the highest level is flexible and dynamic.

Equaloc offers services in the following areas:

## Translation

Technical | Scientific | Business | Sworn

## Software Localisation

Preparation | Translation | Resizing | Compiling | DTP | Testing

## DTP

## Interpreting

Consecutive | Simultaneous | Community

# Company Values

## Highly Qualified Team

We have a highly qualified in-house team of managers, linguists and technicians. We also collaborate with an extensive network of regular external collaborators, certified beforehand and selected according to the needs of each project. Our translators combine a solid linguistic base with full technical knowledge.

## Experience

Equaloc has extensive experience in translating and localising highly important projects intended for an international audience for clients such as Sony, Microsoft, Apple Computer, Epson, Motorola, Nokia, Siemens, Telefónica, etc.

## Focused on Quality

Quality is key at Equaloc and to ensure the quality of our work, we have designed our own control processes pursuant to accepted standards in the sector to guarantee total quality in each stage of the process.

## Individualised Project Management

Each project is assigned a project manager who provides the client with a personalised high quality service and is responsible for analysing the client's needs and requirements. The project manager provides the client with a job that meets three basic objectives: on-time delivery, meeting the budget and quality.

## Systemisation of Processes

Equaloc has designed internal production, quality assurance and resource allocation processes, which, systematically applied, help our work to be dynamic and flexible so we can easily adapt to the changing needs of each project.

# Translation

The translation process includes the following steps:

## Preparation of Terminology

Equaloc uses specialised computer tools and an internal terminology team to research the project and create translation memories and terminology databases. All this material is added to by glossaries and any document the client provides.

## Translation

Only the most highly qualified translators work on a project, depending on their experience, knowledge and skills. The translation is done using tools that optimise an exhaustive terminological and linguistic process, guaranteeing the precision and coherence of the text.

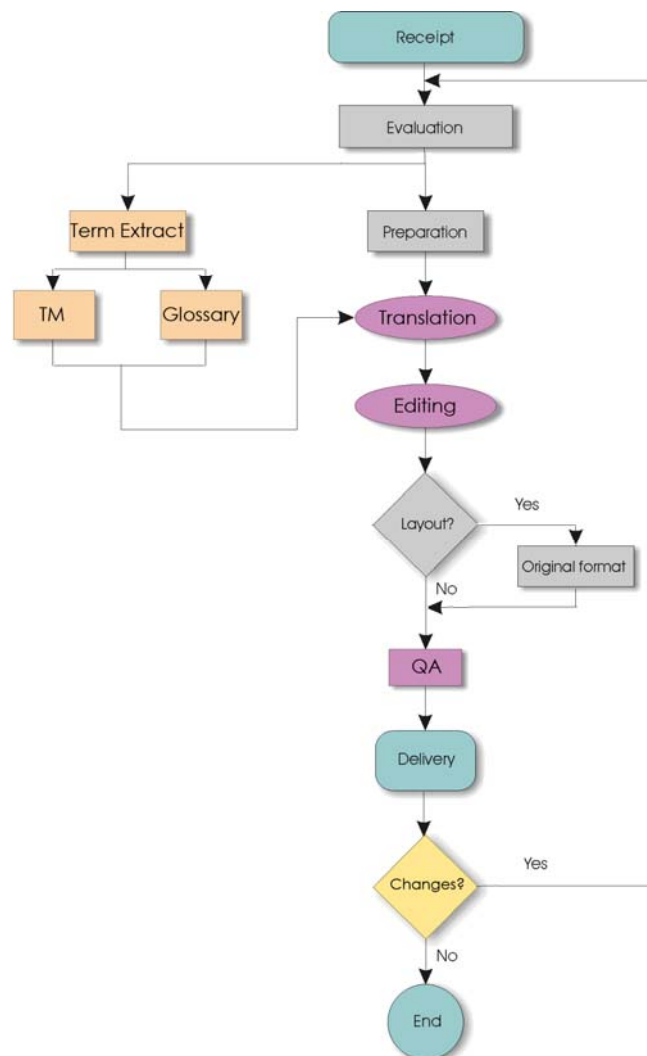
## Proofreading and Editing

After translation, the documents are submitted to the editing and proofreading stages. When editing, linguists check that the translation says exactly the same as the original text and that it is perfect from a terminological point of view. In the proofreading process, linguists perform a final reading of the text to guarantee that it meets the conventions of the language and target market.

## Quality Assurance

Once the document has been translated, edited and proofread, an expert does a quality assurance check, which involves further review of a certain percentage of the total volume of the documents, pursuant to standard guidelines in the sector.

# Translation



# Quality Assurance

Equaloc's quality assurance system follows sector guidelines and is based on the following categories:

<b>Terminology</b>	<b>Project glossaries</b> <b>Sector terminology</b>
<b>Precision</b>	<b>Coherence</b> <b>Guidelines</b> <b>Omissions or additions</b>
<b>Language</b>	<b>Grammar</b> <b>Spelling</b> <b>Punctuation</b> <b>Conventions and abbreviations</b>
<b>Contents</b>	<b>Sense</b> <b>Addition or omission of information</b>
<b>Style</b>	<b>Style and register</b>
<b>Presentation</b>	<b>Coding</b> <b>Text format</b>

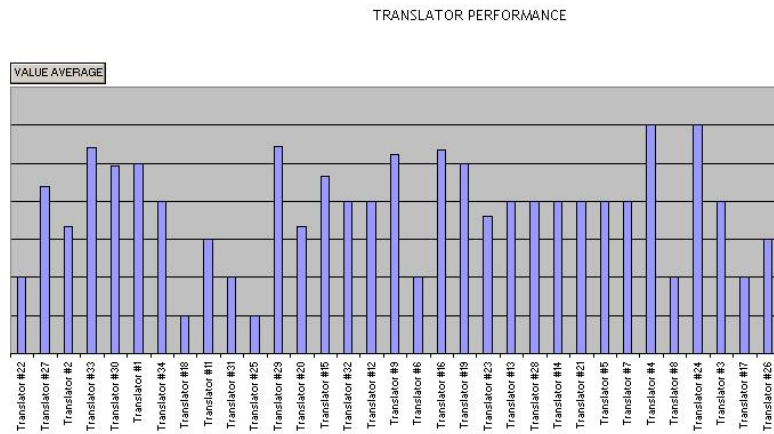
The head of quality assurance checks these guidelines to objectively evaluate the quality of the translated version. Each category is assigned a value. The result is based on the total value obtained.

Using this system in each stage of the process (translation, proofreading, editing, control) guarantees that there will be no mistakes. Everyone involved in the project receives the resulting information, so that it can aid the ongoing improvement process, one of the key policies at Equaloc.

# Resource Allocation

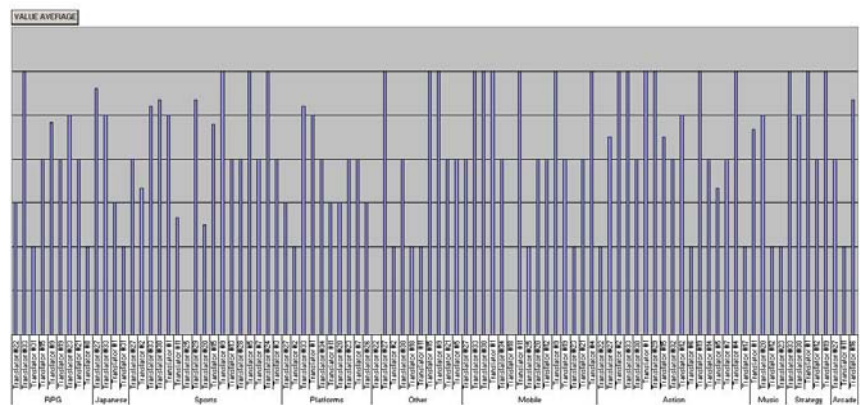
After participating in a project, each translator is given a score obtained from the quality assurance form. This information is submitted to a statistical analysis, which Equaloc uses to select the optimal resources for each project based on diverse criteria.

The following chart shows the average score for each translator. The horizontal axis contains the name of the translator and the vertical axis contains the average score obtained.



# Resource Allocation

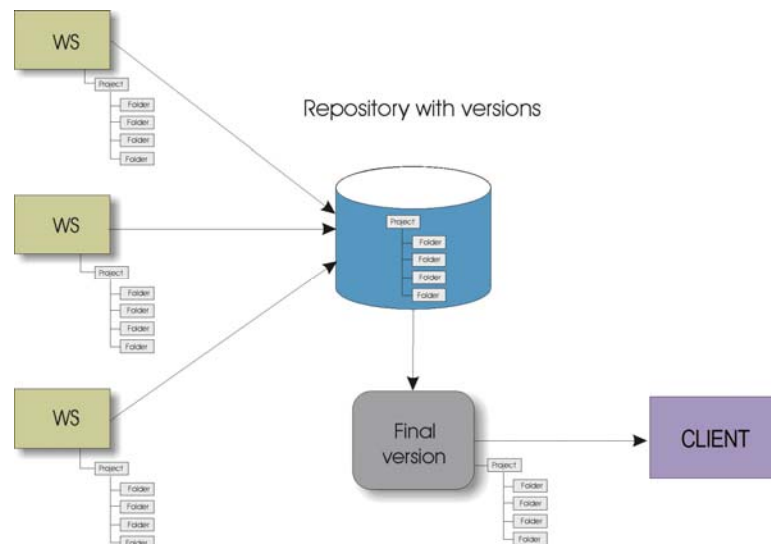
This database can be refined to obtain any kind of information deemed useful. For example, the following chart shows the average score for each translator according to the project subject area.



With this system, it is possible to make an objective selection of optimal resources based on the project's characteristics.

# Change Control

During the life cycle of a project of some complexity and size, it is common for there to be a number of changes to the original files before, during or after the translation process. Including these changes, as well as identifying them clearly, can involve an additional work load and added difficulty. To overcome these obstacles, Equaloc has a computer system for version control.



With this system, all of a document's stages and modifications can be stored and its phases can then be controlled and recovered at any time.

[equaloc.com](http://equaloc.com)